

Office of the Attorney General
Human Resources
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Litigation Support Specialist

REPORTING RELATIONSHIP: Information Technology

OVERVIEW: Primary responsibility of this position is to provide technical litigation service to the INOAG Deputy Attorney Generals (DAGs), paralegals, law clerks and administrative assistants.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Assist legal teams in the use of litigation support tools for their preparation of cases and for trial. Acts as liaison between litigation practice groups (INOAG sections) and the IT Department.
- Create, import, load, support and maintain image-based and electronic-native litigation databases. The databases are distributed to attorneys and paralegals in a variety of litigation support software including Concordance, CaseMap, Clearwell, Relativity, CaseLogistix, and others.
- Lead a periodic litigation support user group. Train, group or one-on-one, attorney, paralegals, law clerks and legal support staff on current and new technologies.
- Coordinate project set up, scanning, coding and OCRing of documents with outside vendors. Maintain a preferred vendor listing of equipment rental and litigation support service vendors.
- Liaison for applicable legal specific software/applications vendors and service providers. Consult and collaborate with these service providers on database design, coding and project management.
- Ensure that litigation support deliverables meet quality specifications, court-imposed deadlines and budgetary constraints.

QUALIFICATIONS AND SKILLS:

- Strong experience in a law firm and litigation environment with a thorough understanding of the processes of litigation, trial procedures, discovery, document review and production and an understanding of the use of technology to support these efforts.

- Desired technical knowledge of applications and databases mentioned above.
- Demonstrated ability and desire to learn new technologies and skills.
- Excellent assessment and requirements definition skills.
- Excellent planning and organization skills to provide timely status.
- Excellent customer service skills.
- Excellent communication skills both oral and written with strong documentation habits.
- Must be able to work well in a team environment as well as individually.
- Strong sense of ethics, including the need for strict confidentiality.

EDUCATION AND CERTIFICATION:

Desired three to five years relevant on the job work experience.

Desired certification in a leading Litigation support application.